



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

ACCOUNTING TECHNICIAN #426

Temporary Position

\$17.86 - \$23.22 hourly

Open Until Filled. First review of applications: Tuesday, July 5, 2011

THE POSITION

This is a temporary position not to exceed six months. Under general supervision, performs a variety of clerical and basic accounting duties involving all activities of the Accounting Department.

ESSENTIAL DUTIES

- Date and scan all invoices received.
- Log and distribute consultant invoices to Senior Accountants.
- Deliver operation invoices to IT and Operation managers for approval.
- Scan and attach completed invoice packages to GP vendor inquiry.
- Maintain the invoice folder in the K drive.
- Assist Senior Accountants in preparation of monthly requisitions which include scanning and copying.
- File completed invoice packages.
- Distribute payroll checks.
- Provide general departmental assistance as needed.
- Interact with outside agencies.
- Run errands.

IDEAL CANDIDATE QUALITIES:

- Accounting experience in a variety of functions
- Ability to work in a standard office environment.
- Superior communication and interpersonal skills

ESSENTIAL QUALIFICATIONS

Education: Equivalent to a high school diploma or equivalency supplemented by specialized training or college level course work in accounting or a related field.

Experience: Two years experience in an accounting environment.

Knowledge of: Accounting and financial record keeping principles, procedures, and methods and their application to projects and activities. Methods, practices and procedures used in accounting functions such as account aging, transaction processing and verification, and financial record keeping.

Operations, services, and activities of an accounting program. Automated financial management systems and computer accounting software programs. Apply pertinent Federal, State, and local laws, codes, and regulations pertaining to accounting.

Ability to: Communicate clearly and concisely both orally and in writing; operate modern office equipment including computer equipment; solve problems in a professional manner.

APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and résumé to:

Southern California Association of Governments

Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017
(213) 236-1931
(213) 630-1493 fax
www.scag.ca.gov

For further information, please contact:
madrigal@scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

The most qualified applicants will be invited to participate in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.

- Reference checking will be done prior to hire, including a thorough background check, a review of criminal history, and a DMV report.
- Pre-employment medical and drug screening may be required prior to hire.
- Employees in temporary term assignments serve no probationary period and do not accrue seniority. **This is a temporary assignment and employees can be discharged at any time.**

EMPLOYEE PROGRAMS AND BENEFITS

- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$75.00 towards monthly bus pass, vanpool, or Metrolink. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is the largest Metropolitan Planning Organization in the country and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates.

SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-nine cities, 38,000 square miles and a population of 18 million. For more information on SCAG, please visit our Web site at www.scag.ca.gov.

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, fashion and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. SCAG also has satellite offices located in Imperial, Orange, Riverside, San Bernardino and Ventura counties.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.